

APPLICATION NO. \_\_\_\_\_

**APPLICATION FOR VARIANCE AND APPEALS**

Date Received \_\_\_\_\_ Fee Received \_\_\_\_\_

NOTE: This application must be typewritten and copies of the complete application including all attached information filed with the City Inspector.

**TOGETHER WITH THIS APPLICATION FORM, THE FOLLOWING MUST ALSO BE SUBMITTED:**

- A) Plans of the proposed site showing the location of all buildings, parking and loading area, traffic circulation, open spaces, landscaping, refuse, service areas, utilities, signs, yards, etc.
- B) A narrative statement explaining the following:
  - 1) Use for which variance or appeal is sought
  - 2) Details of the variance or appeal that is applied for and the grounds on which it is claimed that the variance or appeal should be granted, as the case may be.
  - 3) The specific reasons why the variance or appeal is justified
- C) Affidavit (attached to Application)
- D) \$25.00 application fee

**APPLICATION FOR:**

- VARIANCE
- CONDITIONAL USE
- EXTENSION OF TIME FOR COMPLETION OF WORK
- SUBSTITUTION OR EXTENSION OF NONCOMFORMING USES
- OTHER

PROJECT ADDRESS: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY AS RECORDED IN FAYETTE COUNTY RECORDERS OFFICE

\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF EXISTING USE: \_\_\_\_\_

PRESENT ZONING DISTRICT: \_\_\_\_\_

DESCRIPTION OF PROPOSED USE: \_\_\_\_\_

**THE INFORMATION CONTAINED IN THIS APPLICATION, TOGETHER WITH ALL ATTACHMENTS, IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I HAVE FAMILIARIZED MYSELF WITH ALL APPLICABLE SECTIONS OF THE CODIFIED ORDINANCES OF THE CITY OF WASHINGTON AND WILL COMPLY WITH ALL APPLICABLE REGULATIONS GRANTED.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

**INSTRUCTIONS FOR AFFIDAVIT:**

- (1) Name and address of the person who did the research at the Court House. It is important that the person who does the research is the same person who signs the notarized affidavit.
- (2) Address of the property in the application.
- (3) Leave blank – we will fill out at time of application
- (4) From the real property records located on the first floor of the Fayette County Administration Building, 110 E. Court Street, enter the name and address of the owners of the property this affidavit is for. (This should be the same as the “Property Owner” shown on the application).
- (5) From the same records as above enter the name and mailing address of the owners of all properties located within 200 feet of the boundaries of the property shown in (2) above. This includes properties across the street and in other municipalities and jurisdictions, if appropriate.
- (6) This form must be signed in the presence of a Notary Public.

**AFFIDAVIT**

(1) \_\_\_\_\_ being first duly cautioned and sworn,

deposes states that **HE/ SHE** is the **APPLICANT OR DULY AUTHORIZED**

**ATTORNEY FOR SAME** and the following is a list of the names and mailing addresses

of all the owners of the record of property located (2) \_\_\_\_\_  
Address of Property

\_\_\_\_\_

for which the application for rezoning, variance or special permit was filed for with the

City of Washington Building/Zoning Department on (3) \_\_\_\_\_, 20 \_\_\_\_.

**SUBJECT PROPERTY OWNER’S NAME, MAILING ADDRESS AND PHONE NO.**

(4) \_\_\_\_\_

\_\_\_\_\_

The following is a list of the names and mailing addresses as shown on the County Auditor’s current tax list or the County Treasurers mailing list, of all the owners of record of property within 200 feet of the exterior boundaries of the property for which the application was filed (a second sheet may be attached if needed):

